

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



COMMUNITY CARE LICENSING DIVISION



UPDATE

October 2006

To the Child Care Community



The summer is coming to an end and fall is in the air. We hope everyone is enjoying the cooler, spring-like weather. We are in the thirteenth year of our efforts to keep the child care community informed about licensing programs and services. The Updates continue to be an important method for sharing information. We appreciate your support in sharing these Updates with those in your organization, and others interested in child care issues.

This is to notify you that the Updates are now available on line and can be viewed or obtained at:

http://ccl.dss.cahwnet.gov/ChildCareU_1769.htm

You can find the topic of your choice in each Update without having to scroll down. Just put your cursor over the blue highlighted subject heading that you wish to review, hold down the control and shift buttons at the same time, and you will be taken to that area of the Update. Below is the Topic Index:

TOPIC INDEX

[NEW CHILD CARE LICENSING PROGRAM ADMINISTRATOR](#)

[NEW ASSISTANT PROGRAM ADMINISTRATOR – NORTH](#)

[CHILD CARE REGIONAL OFFICE STAFF CHANGES](#)

[COMMUNITY CARE LICENSING DIVISION STAFF CHANGES](#)

[FAMILY CHILD CARE HOME REPORTING REGULATIONS](#)

[CHILD CARE LICENSING WEBSITE CHANGES AND INFORMATION](#)

[CRIMINAL RECORD EXEMPTION REQUESTS](#)

[STATE AUDITOR REPORT](#)

[LIABILITY INSURANCE](#)

[LICENSED CHILD CARE STATISTICS](#)

[SUMMARY](#)

NEW CHILD CARE LICENSING PROGRAM ADMINISTRATOR



Gloria Merk is the new Child Care Licensing Program Administrator. Gloria comes with extensive program and administrative experience. She is a former licensed provider who served people with autism and was a member of the Social Services Advisory Board. Most recently, she served as the California Department of Social Services' (CDSS) Administration Division Deputy Director. Gloria has dedicated her career to improving California's vulnerable population's health and well-being, through the improvement of services and systems.

Gloria has a Master of Arts Degree in Psychology. She has worked tirelessly in the public and private sector serving people with autism, mothers with substance abuse problems and their children, people with mental illness and the elderly. Gloria takes pride in bringing diverse groups and ideas together to achieve common goals and looks forward to working with the child care community.

You might also be interested in knowing that Gloria is a volunteer puppy raiser for Canine Companions for Independence (CCI). CCI is a non-profit organization that enhances the lives of people with disabilities by providing highly trained assistance dogs and ongoing support to ensure quality partnerships. Gloria provides a loving environment and devotes a significant amount of time overseeing the complete care of a canine companion puppy: feeding, grooming, socialization, training, medical needs and exercise. Gloria has raised and given up three puppies over the last six years. She is currently training a sweet yellow lab named Tallulah. The Child Care Program office has grown very fond of Tallulah and will miss her very much when Gloria must turn her over to a regional center where she will be matched up with a disabled person in need of a canine companion. However, staff will look forward to meeting Gloria's new puppy in training.

NEW ASSISTANT PROGRAM ADMINISTRATOR – NORTH

I'm happy to announce the appointment of Paula Walsh as the new Assistant Program Administrator – North. Paula comes with extensive experience in the Child Care Licensing Program. Most recently she was the Regional Manager over the San Jose Child Care RO. Paula is responsible for oversight of the Chico, River City, Fresno, Bay Area, Peninsula, and San Jose Child Care ROs.

CHILD CARE REGIONAL OFFICE STAFF CHANGES

We are pleased to announce that Sharon Howell has been appointed as the Regional Manager for the Peninsula Child Care RO in San Bruno. This office covers the counties of San Mateo, San Francisco and Marin.

Sharon came to CCLD from the Department of Industrial Relations in 1990. She began her career with the CDSS as a Licensing Program Analyst (LPA) in the Child Care Program. She became a supervisor in 1997.

Sharon has worked at the Peninsula Child Care RO since starting with CCLD. She brings a wealth of knowledge and experience to the Regional Manager position and we feel very lucky to have her.

We are also very pleased to now have Barbara Mordy as Regional Manager of the San Jose Child Care RO. This office covers four counties: Santa Clara, Santa Cruz, San Benito and Monterey.

Barbara first came to CCL as an LPA in 1984 in the San Jose Residential Care Office. She became a supervisor in 1988 in the San Bruno office covering both Residential and Child Care Programs. In 1990 she promoted to Manager in the San Jose office and in 2000 she went to the Peninsula Child Care RO as manager. She is now back in San Jose where she started and we are very happy to have her extensive experience as a manager in the Child Care Office.

COMMUNITY CARE LICENSING DIVISION STAFF CHANGES

Bill Jordan retired May 31, 2006 after 32 years of State service. Bill had been with CCLD for more than 23 years and ended his State service career as Chief of the Caregiver Background Check Bureau (CBCB). Bill's experience, dedication, and leadership style will be sorely missed. In retirement, Bill does not plan on slowing down one bit. He plans on vacationing for two weeks in Ireland; obtaining a graduate degree in public policy; traveling; working for the CDSS in a part-time capacity as a retired annuitant; and redoing his backyard.

We are pleased to announce the appointment of Linda Patterson to take Bill's place as Chief of the CBCB. Linda was appointed on September 15, 2006 and brings 22 years of managerial experience to the job. She has worked for the CDSS and Department of Child Support Services for the past 18 years, primarily specializing in legislation (federal and state). In her previous position, she managed federal legislation for CDSS, managed state legislative issues concerning the Children and Family Services Division, and worked to secure the confirmation of the Director and the Chief Deputy Director.

Prior to that assignment, she managed state and federal legislation for the Child Support Program, various policy areas, including implementation of the Paternity Opportunity Program and data and research.

FAMILY CHILD CARE HOME REPORTING REGULATIONS

The Family Child Care Home (FCCH) reporting regulations establish and specify reporting requirements for FCCH licensees pursuant to AB 685 (Wayne), Chapter 679, Statutes of 2001.

The regulations will require licensees to notify parents/authorized representatives and the CDSS of any unusual incident or injury to any child while in care in a licensed FCCH. These regulations also include reporting requirements to enhance the health and safety of children in care. Additionally, these regulations require licensees to provide the Family Child Care Consumer Awareness Information, LIC 9212 (2/05), to the parent/authorized representative of children at the time of their admission into a FCCH.

These regulations may be found at the [Office of Regulations Development](#) website. Scroll down to "OAL Approved" to obtain the final version of the regulations. The regulations will be incorporated into the online Title 22 Regulations by December 1, 2006.

CHILD CARE LICENSING WEBSITE CHANGES AND INFORMATION

New Links

We have added two new and very useful resource links to the Child Care Licensing Program website that could be very helpful to child care providers. These links can be accessed by clicking on the "Child Care Related Websites" link in the gray navigation bar area on the left-hand side of the screen:

The **National Program for Playground Safety (NPPS)** has free information on their website and helpful educational resources to make your play environments safe. NPPS is the leader in research, training, and development of [S.A.F.E.](#) play areas. NPPS' mission is to help the public create safe and developmentally appropriate play environments for children. You can go directly to the site by clicking on this blue link: www.playgroundsafety.org.

The **Safe Playgrounds Project** at the Center for Environmental Health is running a back to school outreach campaign to raise awareness about the dangers associated with kids' exposure to wooden structures treated with Chromate Copper Arsenate (CCA). Based on current research, some precautions should be taken to protect kids from exposure to arsenic due to the fact that it is a known carcinogen. For more information regarding this, please visit their website at: www.safe2play.org.

Online Fee Payments

The payment of *annual* fees online has been a special project for the last year

applicable to FCCHs in designated areas. We are pleased to announce that the project has been expanded to all state-licensed FCCHs statewide. It should be noted, however, that in order for licensees to take advantage of this billing system, they must have been issued a PIN number. Please keep an eye out for your designated PIN number which will be printed on your bill. Those licensees who were part of the initial pilot project have already been issued a PIN number.

CRIMINAL RECORD EXEMPTION REQUESTS

There have been recent revisions to the exemption request procedures when a licensee chooses not to request an exemption on behalf of a prospective employee who has a criminal record.

As A Reminder: If a licensee chooses not to request a criminal record exemption for a prospective employee, the individual has the right to request an exemption on his/her own behalf. Without a criminal record exemption, the individual cannot work in or be associated with any licensed facility.

When an individual has a criminal record, the CCLD CBCB send an “exemption needed” letter to the licensee of the facility the individual is associated with and a second, similar letter to the individual at his/her home address. Please click on the sample exemption letters for licensees and prospective employees.

The letter to the licensee asks if the licensee wants to request an exemption on behalf of the individual. The letter lists all of the items that must be submitted to request an exemption. If the licensee chooses to request an exemption on behalf of the individual, the licensee must check the “yes” box on page two of the letter, sign and return the letter along with the required items within the timeframe specified in the letter. If the licensee does not want to request an exemption on behalf of the individual, he/she must check the “no” box that applies, sign and return the second page of the letter. In that situation, the individual is disassociated from the facility. Because a similar “exemption needed” letter is sent to the prospective employee’s home address, licensees no longer have the responsibility of giving the prospective employee an “exemption needed” letter.

The letter sent to the prospective employee’s home address informs the individual that he/she must obtain an exemption either in coordination with the licensee or on his/her own in order to work in any licensed facility. Like the letter to the licensee, the letter to the individual lists all the items that must be submitted to request an exemption, as well as the required timeframes. If the individual requests an exemption on his/her own and it is approved, the exemption may be transferred to any licensee who wishes to hire him/her. The licensee must receive written notice that the exemption transfer has been approved before the individual can work in the facility.

STATE AUDITOR REPORT

The State Auditor conducted a comprehensive review of the Child Care Licensing Program and issued, on May 25, 2006, a report on the results of that review. The report is entitled: "Department of Social Services: In Rebuilding Its Child Care Program Oversight, the CDSS needs to Improve Its Monitoring Efforts and Enforcement Actions." The State Auditor requested an initial response which is included in the report. The CDSS is required to provide status reports at 60-days, 6 months and one-year. We are pleased to report that significant progress has been made regarding several of their recommendations. To review the State Auditor Report, click on the blue link:

<http://www.bsa.ca.gov/reports/list.php?year=2006>

LIABILITY INSURANCE

The FCCH Notification of Parents' Rights poster (PUB 394) and Notification of Parents' Rights—FCCH form (LIC 995A), have been amended to include that parents have the right to know whether or not a FCCH has liability insurance. The revised documents are available on the CCLD website at: www.cclld.ca.gov (click on "Licensing Forms" in the gray navigation bar area). Effective immediately, providers must post the revised poster and provide the revised LIC 995A to newly enrolled parents.

LICENSED CHILD CARE STATISTICS

Attached are the most recent statistics on licensed child care facilities and capacities. Further breakouts by category and location are available.

SUMMARY

If you have questions about items included in this Update, or suggestions for future topics, please contact Gloria Merk, Program Administrator, Child Care Program Office, at (916) 229-4500. You may also visit our internet website at www.cclld.ca.gov to obtain copies of licensing Updates, office locations, provider letters, regulations, forms, the Licensing Evaluator Manual, or to learn more about licensing programs and services.

Sincerely,

(original signed by J. Frederick)

JO FREDERICK

Deputy Director

Community Care Licensing Division

Enclosures

Community Care Licensing Division Licensed Child Care Facilities

October 1, 2006

Facility Type	Total Capacity	Total Licensed Facilities
Family Child Care Home*	426,604	45,062
Infant Center	40,412	1,839
Child Care Center	556,115	10,217
Child Care Center - School Age	152,744	2,857
Child Care Center - Mildly Ill Children	98	9
Total	1,175,973	59,984

***NOTE:** This includes facilities licensed by both the state and those counties which license Family Child Care Homes. County licensed statistics are through 6/06 per most recent report from Research and Development Division.